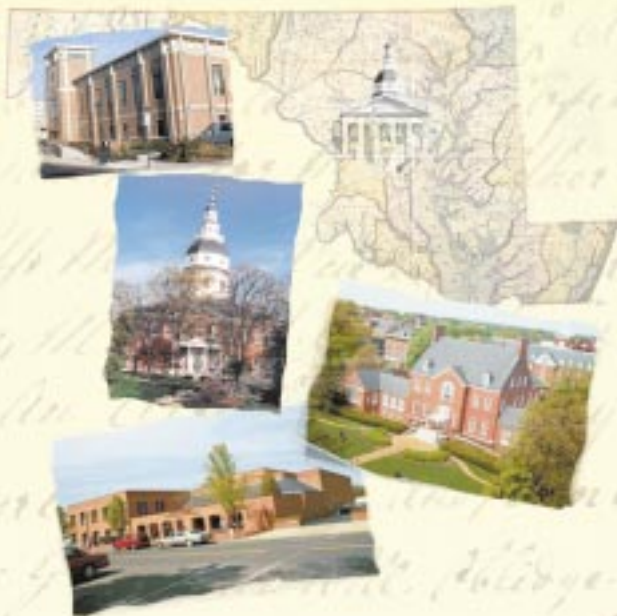




# MARYLAND

## DEPARTMENT OF GENERAL SERVICES



Robert L. Ehrlich, Jr.  
*Governor*

Michael S. Steele  
*Lt. Governor*

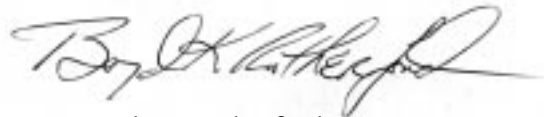
Boyd K. Rutherford  
*Secretary*



- Serves Maryland and its citizens by supporting State and local government agencies. DGS provides a full spectrum of construction, facilities operations, procurement, real estate, and surplus property services.
- Supervises and coordinates the planning, design and construction of a wide range of public building projects totaling hundreds of millions of dollars annually.
- Operates, maintains and provides security for multi-agency State facilities including the State Office Centers in Annapolis and Baltimore. DGS assesses State facilities and manages facility renewal funds.
- Determines the use of space in State-owned and leased facilities. DGS oversees all real estate transactions, except for those associated with transportation projects, and conducts all lease negotiation and enforcement actions.
- Provides centralized commodity procurement; centralized printing, graphics and duplicating services; and management of the State's inventory, records and surplus property.
- Police provide law enforcement and around-the-clock security for more than 13,000 State employees who work in DGS-managed State office buildings. DGS Police also work with the Maryland State Police and local law enforcement agencies to improve public safety through educational programs and personal vehicle inspections.

# MARYLAND DEPARTMENT OF GENERAL SERVICES

“Accountability to the taxpayers of Maryland is our number one priority. The Department of General Services has a proud tradition of serving the State and its citizens by assisting State and local government agencies achieve their missions.”



Boyd K. Rutherford, Secretary

## FACILITIES OPERATIONS AND MAINTENANCE

The Facilities Operations and Maintenance Division is responsible for establishing policy and directing the statewide operation and maintenance of 56 State-owned buildings with 6 million square-feet of space. The Division oversees two principal office centers in Annapolis and Baltimore along with 14 regional Multi-Service Centers. Facilities Operations provides both preventive and routine maintenance, as well as major repairs, alterations, improvements, and housekeeping services in support of other State agencies. In addition to these responsibilities, the Division tracks and matches vacant space in State-owned facilities and capital lease properties with State agency requirements.



## DGS POLICE

DGS Police and Security officers provide around-the-clock security for Annapolis and Baltimore State Office Centers, including 30 buildings, nine parking garages and 17 surface parking lots. The force of more than 100 sworn officers and over 109 security guards safeguard State employees, elected officials and more than one million visitors to State-owned buildings.



## REAL ESTATE

The Office of Real Estate is responsible for establishing policy and for directing all real property functions of three units: the Land Acquisition and Disposal Unit; the Lease Management and Procurement Unit; and the Valuation and Appraisal Unit. The Division is also responsible for communicating with the leadership of client agencies, State and local elected officials, private property owners and brokers, as well as the Board of Public Works in support and on behalf of the Department.

## FACILITIES PLANNING, DESIGN AND CONSTRUCTION

The Facilities Planning, Design and Construction Division is responsible for the management and direction of the Construction, Project Management and Design, Maintenance Engineering, and Energy Projects and Services units. To aid the Division, support staff includes a project cost center and a management information team. Facilities Planning develops and implements policies, procedures, regulations and standards to assure that programs and services meet the needs of its State agency customers.

## PROCUREMENT AND LOGISTICS

DGS is the State's primary procurement agency with numerous responsibilities for purchasing a variety of goods and services statewide. The Procurement and Logistics Division provides professional and technical support services to State and local government agencies; conducts central procurement of architectural and engineering services, commodities, construction, facilities maintenance and printing services. The professional procurement staff performs specialized contracting, bid/proposal administration, and bid security services. The Division administers Internet-based *eMaryland Marketplace*, a full-scale interactive procurement system. More than \$300 million in procurements are processed annually and the State is saved almost \$30 million per year through the Department's fiscally conservative procurement practices. The Division is also responsible for the activities of the Minority Business Enterprise Office, Inventory Standards and Support Services Division, State Duplicating and Printing Services, Maryland State Agency for Surplus Property, and Records Management Unit.



# DEPARTMENT OF GENERAL SERVICES TELEPHONE DIRECTORY

**OFFICE OF THE SECRETARY ..... 410-767-4960**

**DEPUTY SECRETARY ..... 410-767-4960**

Office of External Affairs ..... 410-767-4606

Legal Division ..... 410-767-4992

## **DGS POLICE**

Baltimore Detachment ..... 410-767-4793

Annapolis Detachment ..... 410-260-2911

**ADMINISTRATION ..... 410-767-4985**

Executive Director ..... 410-767-4985

Fiscal Services ..... 410-767-4240

Personnel ..... 410-767-4985

## **FACILITIES OPERATIONS AND MAINTENANCE**

Assistant Secretary ..... 410-260-2900

Annapolis State Buildings and Grounds ..... 410-260-2900

Baltimore State Buildings and Grounds ..... 410-767-4409

Multi-Service Centers ..... 410-819-4040

## **FACILITIES PLANNING, DESIGN AND CONSTRUCTION**

Assistant Secretary ..... 410-767-4214

Cost Center ..... 410-767-4397

Project Management and Design ..... 410-767-4439

Maintenance Engineering ..... 410-767-4875

Public Schools/Community Colleges ..... 410-767-4391

Construction ..... 410-767-4360

## **PROCUREMENT AND LOGISTICS**

Assistant Secretary ..... 410-767-4430

eMaryland Marketplace ..... 410-767-1492

Commodities Procurement ..... 410-767-4281

Facilities Maintenance Procurement ..... 410-767-4295

Inventory Standards and Support Services ..... 410-767-0587

Maryland State Agency for Surplus Property ..... 410-540-4066

Minority Business Enterprise ..... 410-767-4270

Construction Procurement ..... 410-767-4082

Records Management ..... 410-799-1930

Technology ..... 410-767-0818

State Duplicating & Printing Services ..... 410-767-4594

## **REAL ESTATE**

Assistant Secretary ..... 410-767-4330

Land Acquisition and Disposal ..... 410-767-4304

Valuation and Appraisal ..... 410-767-4329

Lease Management and Procurement ..... 410-767-4328

**DGS STATEWIDE TOLL-FREE ..... 1-800-449-4347**

**Internet Address ..... [www.dgs.state.md.us](http://www.dgs.state.md.us)**

**eMaryland Marketplace ..... [www.emarylandmarketplace.com](http://www.emarylandmarketplace.com)**